

Guidelines for Tertiary Education Organisations on how to operating under different Alert Levels

At every Alert Level, the following principles apply:

- Providers must maintain their ability to deliver courses remotely, and should be in a position to transition to fully remote learning within 24 hours.
- If the Alert Level **is lowered**, providers may choose how best to transition their delivery and operations, as long as they are meeting the minimum new Alert Level requirements (e.g. providers may choose to continue with online delivery for an extended period, even if this is not required at the new Alert Level).
- If the Alert Level **is raised**, providers must transition to the new requirements by the time the new Alert Level comes into effect (providers should be in a position to transition within 24 hours).
- To enable tracking and tracing in the event of a confirmed or probably COVID-19 case, TEOs must collect data on all staff, students, contractors etc., who are working, living, or visiting a tertiary education facility (including student accommodation) – a log of this information may be requested by officials on short notice. TEOs will be asked by TEC or NZQA to specifically attest that they have an appropriate log in place.
- Any staff or student who exhibits symptoms of COVID19 should immediately contact the TEO where they work/live to let them know, along with their GP.
- There must be stringent self-isolation of anyone displaying relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days.

	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
Level 4 - Eliminate Status: <i>Likely that disease is not contained</i> National measures: <ul style="list-style-type: none"> People instructed to stay at home. Educational facilities closed. Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities. Rationing of supplies and requisitioning of facilities. Travel severely limited. Major reprioritisation of healthcare services. 	Principles for TEOs under Alert Level 4 <ul style="list-style-type: none"> All tertiary educational facilities must be closed, with the exception of necessary student accommodation, and those deemed as ‘Essential Services’. Student accommodation facilities must remain open to enable students to self-isolate, where necessary. Providers must continue to deliver education remotely, where possible. Workplace-based learning is subject to the policies and practices being applied to that type of workplace. Where access to a tertiary site has been approved for an Essential Service, use the minimum number of people to complete the task, after consideration of workplace safety and workload. Vulnerable people¹ (or those caring for/living with vulnerable people) should not be asked to carry out any on-site activities. Gatherings of people at tertiary facilities is not allowed. 	<ul style="list-style-type: none"> All face-to-face classes, labs, workshops, tutorials, noho, and meetings are not allowed, and should be run remotely, where possible. Workplace-based learning that is on-site or face-to-face should not proceed, except in very limited circumstances (e.g. where a student is working at an Essential Services, such as a Hospital). Any on-site workplace-based learning must be managed within the COVID-related restrictions being applied to that workplace. Pastoral care for workplace based learners must be provided remotely. Examinations and assessments may not be conducted on-site or face-to-face, but should be remotely, where possible. 	<ul style="list-style-type: none"> All face-to-face and lab based research activities must stop (with the exception of activities supporting the government’s response to COVID-19). Research meetings, workshops, conferences, etc. may continue online. Caring for animals used in research is allowed, but the number of different staff involved should be minimised. Caring for biological materials, and other specimens used in research is not allowed, unless confirmed by the Secretary for Education as an Essential Service. Maintaining or operating equipment and major infrastructure associated with research is not allowed, unless confirmed by the Secretary for Education as an Essential Service. Staff involved in significant research facilities that require constant attention (e.g. samples, collections, and storage facilities) that are important to NZ, should apply to the Secretary for Education to be considered as an Essential Service. The above restrictions do not apply to any activities being conducted at the direction of the Ministry of Health required to manage COVID-19. 	<ul style="list-style-type: none"> Student accommodation, such as hostels and halls of residence, should remain open and in a position to provide appropriate support to allow students to self-isolate, as required. Students staying in halls, etc., are able to leave the accommodation under the same restrictions as apply to those living at home/in rentals (i.e. only for exercise and picking up essential goods). Where a student accommodation remains open, strict physical distancing, infection prevention measures², and ‘bubbles’ should be maintained at all times. For example, close contact should be limited to people of the same ‘bubble’ (which may be a single floor in a halls of residence); common social and recreation areas should be closed (except those shared by a single ‘bubble’); and there should be split shift access to common areas for staff. Student service, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible. In extreme circumstances (e.g. during a critical incident), face-to-face visits with a student may be allowed, with approval from the Secretary for Education. On-site pharmacies are allowed to operate as an Essential Service, and medical staff may provide face-to-face consultations where necessary (e.g. flu vaccinations, unwell patients requiring a hands-on diagnostics etc.). 	<ul style="list-style-type: none"> Operations staff involved in the maintenance of ICT infrastructure, facilities management, and security services may go onsite, but only if there is no way to complete the task remotely. Some on-site activities³ may require approval from the Secretary for Education. Physical distancing requirements must be maintained at all times. Deep Cleaning and additional sanitising regimes should be implemented. Management services are not allowed on-site, and should continue their activities remotely; for example, Chief Executive/Vice-Chancellor’s office, College offices, finance, HR, planning, etc. Libraries, computer labs, gymnasiums, recreation areas, staff rooms/break out areas, and student commons–places must be closed (except in student accommodation, where common areas shared by the same ‘bubble’ may remain open). On-campus food retail venues should be closed (except those required for feeding residents of student accommodation).

¹ The term “**Vulnerable people**” used in this table refers to anyone over 70, those who are immune-compromised or have pre-existing conditions like heart conditions and chronic obstructive pulmonary disease (COPD)), and pregnant women.

² **Physical distancing** means people should keep 2 metres apart at all times outside home, except in controlled environments (their workplace or educational facility) for which 1 metre distancing is required. **Infection prevention** means regularly washing hands, etc.

³ Further information on when approval is required for Site Access to a tertiary facility can be [found here](#).

	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
Level 3 - Restrict Status: <i>Heightened risk that disease is not contained</i> National measures: <ul style="list-style-type: none"> Travel in areas with clusters or community transmission limited. Affected educational facilities closed. Mass gatherings cancelled. Public venues closed (eg libraries, museums, cinemas, food courts, gyms, pools, amusement parks). Alternative ways of working required and some non-essential businesses should close. Non face-to-face primary care consultations. Non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised. People should keep 2 metres apart at all times outside home, except in controlled environments (their workplace or educational facility) for which 1 metre distancing is required. 	Principles for TEOs under Alert Level 3 <ul style="list-style-type: none"> Education facilities may provide education services under the principles below and the detailed guidelines to the right: <ul style="list-style-type: none"> All teaching and other activities should be done remotely, wherever possible. Where it is not possible to deliver teaching online, some facilities may remain open (e.g. for research, post-graduate teaching, lab/workshops, or noho-based delivery). Any class, workshop, etc., that remains open, must be limited to 10 people or less. Each such group is considered a 'bubble' and should not interact with any other student/staff bubbles of 10⁴. Distance learning provision should remain available for all students. For any on-site activities, physical distancing requirements must be met at all times. Large classes or gatherings of more than 10 people are not allowed. Workplace-based learning is subject to the policies and practices being applied to that type of workplace. Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out any on-site activities. Any educational facilities affected by COVID-19 will directed be closed. 	<ul style="list-style-type: none"> All teaching, meetings, and other usual on-site activities should be done remotely, wherever possible. Large classes/lectures of more than 10 people are not allowed. Small classes, labs, workshops, tutorials, noho, and meetings (of 10 people or less) should be run remotely wherever possible. Where remote delivery is not possible, these activities may continue but must be strictly managed to ensure physical distancing requirements are met. Each class/group of 10 people or less is considered a single 'bubble' and should not interact with any other student/staff bubbles of 10. No overnight noho marae are allowed. Workplace-based learning that is on-site or face-to-face should not proceed, except in very limited circumstances (e.g. where a student is working at an Essential Services, such as a Hospital). Any on-site workplace-based learning must be managed within the COVID-related restrictions being applied to that workplace. Pastoral care for workplace based learners must be provided remotely. Examinations and assessments should be conducted online wherever possible, but may be carried out on-site if physical distancing requirements are met. Any workplace-based examinations or assessments must be carried out in line with the policies and practices being applied to that type of workplace. 	<ul style="list-style-type: none"> All face-to-face research activities must stop, including public events, personal interviews, and experiments involving human subjects. These should be conducted remotely, where possible. Research activity based in laboratories may continue but must be strictly managed to ensure physical distancing requirements are met. Caring for animals and other biological materials used in research is allowed, but the number of different staff involved in these activities should be minimised. Maintaining or operating equipment and major infrastructure associated with research is allowed, but number of different staff involved in these activities should be minimised. 	<ul style="list-style-type: none"> Student accommodation, such as hostels, halls of residence, and self-contained flats should remain open and in a position to provide appropriate support to allow students to self-isolate, as required. Those staying in student accommodation are able to leave under the same restrictions as apply to those living at home/in rentals. Strict physical distancing and 'bubbles' should be maintained at all times, in line with broader government guidelines. Student service, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible. In extreme circumstances (e.g. during a critical incident), face-to-face visits with a student are allowed. On-site pharmacies are allowed to operate as an Essential Service, and medical staff may provide face-to-face consultations where necessary (e.g. flu vaccinations, unwell patients requiring a hands-on diagnostics etc.). 	<ul style="list-style-type: none"> Operations staff involved in the maintenance of ICT infrastructure, facilities management, and security services may go onsite, but only if there is no way to complete the task remotely. Physical distancing requirements must be maintained at all times. Deep Cleaning and additional sanitising regimes should be implemented Management support (e.g. Chief Executive/Vice-Chancellor's office, College offices, finance, HR, planning, etc.) should work remotely, wherever possible, but are allowed to meet and work on-site if necessary, provided physical distancing requirements are met. Staff should only travel where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for both students and staff, is subject to broader restrictions on personal movement. Gymnasiums, recreation areas, staff rooms/break out areas, and student commons-place must be closed (except in student accommodation, where common areas shared by the same 'bubble' may remain open). Libraries and computer labs may remain open where they are essential to education delivery and can be operated using closely monitored personal distancing conditions, and with recording of attendance to enable tracking and tracing. On-campus food retail venues should be closed (except those required for feeding residents of student accommodation).

Level 2 - Reduce	Principles for TEOs under Alert Level 2				
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^F For example, a students can attend a class or lab or workshop with a group of other students (of up to 10 students and staff), but not then move on to multiple other classes with different groups.

	Overarching principles for TEOs	What this means for...			
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<p>Status: <i>Disease is contained, but risks of community transmission growing</i></p> <p>National measures:</p> <ul style="list-style-type: none"> • Entry border measures maximised. • Further restrictions on mass gatherings. • Physical distancing on public transport (e.g. leave the seat next to you empty if you can). • Limit non-essential travel around New Zealand. • Employers start alternative ways of working if possible (e.g. remote working, shift-based working, physical distancing within the workplace, staggering meal breaks, flexible leave arrangements). • Business continuity plans activated. • High-risk people advised to remain at home (e.g. those over 70 or those with other existing medical conditions). 	<ul style="list-style-type: none"> • Tertiary education facilities can open, with arrangements made for vulnerable students and for any students or staff located in a region that is still operating under a higher Alert Level. • Most on-site activities are allowed, but must be managed to ensure physical distancing requirements are met. • Gatherings of 100 people or more indoors are not allowed. • Remote teaching and learning arrangements should remain available for all students (e.g. for vulnerable students/staff), and all students/staff must be in a position to move to fully remote delivery on 24 hours' notice. • Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out any on-site activities. 	<ul style="list-style-type: none"> • Classes, lectures, labs, workshops, tutorials, noho, and meetings (of less than 100 people) are allowed, but must be strictly managed to ensure physical distancing requirements are met (e.g. contact tracing, 1 metres between students, etc.). Overnight noho marae are allowed • Lectures of over 100 people are not allowed under any circumstances. • Workplace-based learning can resume for most businesses, and should be managed within the COVID-related restrictions being applied to that workplace. • Pastoral care for workplace-based learning may be delivered face-to-face, provided the workplace permits visitors and physical distancing requirements can be met. • Examinations and assessments may be carried out on-site or in the workplace if physical distancing requirements are met, and line with policies being applied to that type of workplace. 	<p>The following activities are allowed, but must be strictly managed to ensure physical distancing requirements are met:</p> <ul style="list-style-type: none"> • Face-to-face research activities, including public events (of less than 100 people), personal interviews, and experiments involving human subjects, are allowed. • Research activity based in laboratories (including caring for animals and other biological material) is allowed • Maintaining or operating equipment and major infrastructure associated with research is allowed. 	<ul style="list-style-type: none"> • Student accommodation, such as hostels and halls of residence, should remain open for all students, but must be strictly managed to ensure physical distancing requirements are met. • Student counselling & health services are allowed to operate face-to-face, provided physical distancing requirements can be met. 	<ul style="list-style-type: none"> • Operations and management staff are allowed on site. • Staff should only travel where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for both students and staff, is subject to broader restrictions on personal movement. • Libraries, computer labs, gymnasiums, recreation areas, staff rooms/break out areas, and student commons–place, and on-campus food retail venues are allowed to open, but must be managed to ensure physical distancing requirements are met.